

## REQUEST FOR PLANNING BOARD REVIEW



### Type of Action Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Subdivision<br>(Sketch Plan)                               | <input type="checkbox"/> Subdivision<br>(Preliminary Plan)         | <input type="checkbox"/> Subdivision<br>(Final Plan) |
| <input checked="" type="checkbox"/> <b>Site Plan Review<br/>(Historic District)</b> | <input type="checkbox"/> Site Plan Review<br>(Planned Development) | <input type="checkbox"/> Site Plan Review<br>(Other) |

### Materials Submitted

- ☐ Application
- ☐ Environmental Assessment Form
- ☐ Drawings
  - ☐ Location Plan
  - ☐ Site Plan
  - ☐ Sketch Plan (Subdivision only)
  - ☐ Preliminary Plan (Subdivision only)
  - ☐ Final Plan (Subdivision only)
  - ☐ Work Plans (Historic) and/or other illustrative drawings:  
\_\_\_\_\_

- ☐ Samples of proposed materials and/or photos

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Planning Board meets the first Tuesday of every month in which there is an agenda. Agenda items are due at least 16 days before the date of the meeting in which they are to be considered. Petitioners must be present.

Date Received by City \_\_\_\_\_

Agenda Date \_\_\_\_\_

## HISTORIC DISTRICT APPLICATION

Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number:      *work* \_\_\_\_\_      *home* \_\_\_\_\_

Location of Property: \_\_\_\_\_  
\_\_\_\_\_

*(Please include a location map in your submission)*

For all rehabilitation projects, describe in detail the existing conditions on the property that you seek to correct through this application. Please make your description as precise as possible.

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## **HISTORIC DISTRICT APPLICATION**

Describe in detail the repairs and improvements you plan to perform on the subject premises. Please make your description as precise as possible. Include a description of existing materials and their condition if replacement is proposed. Describe proposed materials.

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Does the work involve any easements or rights of way?

☐ Yes      ☐ No      has permission been granted? \_\_\_\_\_

Relation to Property (owner, etc.): \_\_\_\_\_

Will you be representing yourself during the review of this petition?

Yes \_\_\_\_\_ No \_\_\_\_\_ please name your official representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**HISTORIC DISTRICT APPLICATION**

In the space below, please attach a minimum of two 3” x 5” color photographs of the subject property and the area of the property where the proposed modifications will take place.

## HISTORIC DISTRICT APPLICATION

### General Information and Certification:

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community & Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting. Although a record of the proceeding will be mechanically reproduced, the Planning Board will not guarantee its accuracy or quality. Applicants wishing a record of the proceedings must make appropriate provisions themselves.

The required number of copies of proposed plans, drawings and/or other illustrative materials must be submitted with the application in order for it to be considered complete. These drawings must clearly reflect both existing and proposed structures, rights of way, easements and any other deed restrictions on which the proposal impacts. *Failure to provide complete information may result in unnecessary delays or revocation of approvals.*

It is essential to remember that you or your representative must be in attendance at the meetings in order for your petition to be reviewed by the Planning Board.

*I do hereby state that the information submitted is an accurate representation of my request:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please contact the following:

Planning Coordinator	(315) 339-7643
Corporation Counsel	(315) 339-7670